

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Clinic/Office Name]
[Address]
[City, State, Zip Code]

Subject: Rescheduling Missed Adjustment Follow-Up Appointment

Dear [Recipient Name],

I am writing to sincerely apologize for missing my scheduled adjustment follow-up appointment on [Date] at [Time]. Unfortunately, [reason for missing appointment, e.g., an unexpected personal emergency] prevented me from attending or calling in advance to cancel.

I understand the importance of this follow-up for my treatment progress. I would like to reschedule this appointment as soon as possible. Please let me know if any of the following times work for you, or feel free to suggest an alternative:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

If there is a missed appointment fee, please let me know so that I can settle the balance. Thank you for your understanding and for your continued help with my care.

I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]